

Person of the Quarter Awards

Who this is for This information applies to:

- Integrated Support Command (ISC) Honolulu personnel.
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Purpose This describes how to manage the Enlisted and Civilian Person of the Quarter nomination, selection and award process for ISC Honolulu.

Pay grades eligible The following describes pay grades which are eligible for award.

Enlisted Person of the Quarter (EPOQ)

- Active Duty E-6 and below
- Reserve E-6 and below

Civilian of the Quarter (COQ)

- GS11 or WL10 and below
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Performance criteria Nominees are evaluated for the award using the following criteria:

- leadership
 - military bearing (military)
 - job performance
 - advancement motivation (military)
 - personal development
 - representing the Coast Guard, and
 - displaying Coast Guard's Core Values.
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Person of the Quarter Awards, Continued

Award selection process

The following shows the process for nominating and approving awards:

Stage	Who	Description	When
1	Selection Committee Chairman	Polls supervisors by email requesting nominations	NLT 2 nd Monday of <ul style="list-style-type: none">• March• June• September• December
2	Selection Committee	Receives nominees names	NLT 4 th Monday of <ul style="list-style-type: none">• March• June• September• December
3	Committee	Selects award winners and notify supervisors to write the recommendation for Commandant Letter of Commendation (CLOC) and submit to committee head for review.	NLT 1 st Monday of <ul style="list-style-type: none">• April• July• October• January
4	Committee Chairman	Emails CLOC recommendation to Command Secretary. <u>Note:</u> Hard copy should be hand delivered	NLT 2 nd Wednesday of <ul style="list-style-type: none">• April• July• October• January
5	Commanding Officer	Signs CLOC for presentation at all hands ceremony.	NLT 3 rd Wednesday of <ul style="list-style-type: none">• April• July• October• January

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Person of the Quarter Awards, Continued

Award selection process, (continued)

Stage	Who	Description	When
6	Supervisors of Civilians	Initiates and submits SF-52 for cash award to Command Staff Advisor.	
7	Command Enlisted Advisor (CEA)	Initiates procurement of savings bond and forwards letter to the Navy League for the plaque.	
8	Commanding Officer	Presents the awards to the enlisted and civilian persons of the quarter.	3 rd Wednesday of month at all hands awards ceremony <ul style="list-style-type: none"> • April • July • October • January
9	Facilities Manager	Initiates engraving of plates for awards to be placed in Admin. Building.	Within 7 days of presentation
10	Command Secretary	Ensure picture of awardees are taken and posted in Admin Building.	Within 7 days of presentation

Selection committee

The table below lists the selection committee:

Award	Chairman	Committee Members
EPOQ	MCPO	Plus the Chiefs Mess
COQ	SR CIVILIAN (as designated by the Executive Officer (XO))	Plus 2 Managers

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Person of the Quarter Awards, Continued

Awards

The following are presented to the award winners:

AWARD	EPOQ	COQ
Recognition Write-up	Commandant Letter of Commendation	Letter of Appreciation
Cash	\$100 Bond	\$200 Cash
Liberty	48 hours	4 hours
Navy League Plaque	Yes	No
GEICO Pen (CG Logo)	Yes	No
Parking	Yes	No

Enclosure

The sample letters enclosed are provided to assist you.

- [\(1\) Commandant Letter of Commendation \(sample\)](#)
 - [\(2\) EPOQ letter \(sample\)](#)
 - [\(3\) COQ letter \(sample\)](#)
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Results and follow-up

If you need additional resource or assistance, contact the Selection Committee chairperson.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact for:

Enlisted Person of the Quarter

Branch	ISC Honolulu (cea)
Position	Command Enlisted Advisor
Phone	808-541-2478
Fax	808-541-1567

Civilian of the Quarter

Branch	ISC Honolulu (em)
Position	Maintenance Branch Chief
Phone	808-541-3206
Fax	808-541-3262

Sample Commandant's Letter of Commendation

From: Commandant

To:

Subj: LETTER OF COMMENDATION

1. I note with pride and am pleased to commend you for your performance of duty from 1 October to 31 December 1998 while assigned to the Housing and Transportation Branch, Personnel Division, Integrated Support Command Honolulu, Hawaii. You were selected as the Enlisted Person of the Quarter during this period. During this period, you represented ISC Honolulu at the Military Traffic Management Command Western Area meeting, which is typically attended by senior transportation executives and officers from various civilian and DOD agencies. Your proactive involvement in gaining the knowledge and presenting the Coast Guard's concerns enabled the Coast Guard to be the first military service in Hawaii to comply with the new privately owned vehicle shipping contract. As the personal property damage claims investigator, you reduced the damage claim workload by twenty percent and provided current information and training to other Coast Guard command's Investigating Officers. You assisted with the update of the Housing Handbook and took charge of the printing and distribution of over 400 copies. As a member of the annual PCS focus team, you played a important role in rewriting and updating over seventy percent of the Relocation Handbook. You were also an active member of the Human Relations Council and assisted in the preparations of several ethnic celebrations. In your spare time, you initiated two study groups, one to help other personnel study for the Service Wide Examinations, and another group to assist others achieves personal goals.

2. You are commended for your outstanding performance of duty. By your meritorious service you have upheld the highest traditions of the United States Coast Guard.

3. You are hereby authorized to wear the Commandant's Letter of Commendation Ribbon Bar (gold star in lieu of a second).

For the Commandant,

C. M. KELLY

Captain, U. S. Coast Guard

Commanding Officer, Integrated Support Command Honolulu

Enclosure (1)

From: Commandant

To: YN3 Yvonne Makalena, USCG

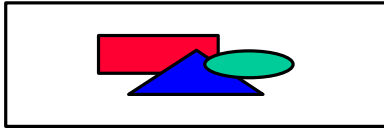
Subj: LETTER OF COMMENDATION

1. I note with pride and am pleased to commend you for your performance of duty from 1 January 2001 to 31 March 2001 while assigned to the Customer Service Branch, Integrated Support Command Honolulu, Hawaii. During this period you demonstrated exceptional leadership. You mentored a new Seaman Apprentice and inspired him to set an unprecedented example for his peers. Under your tutelage, he became fully qualified for advancement to Seaman and passed his E-5 military requirements course within four months of graduation from boot camp. Your willingness to take on additional duties was another example of your leadership. On 1 March, the Customer Service Branch began issuing Department of Defense vehicle decals to Oahu Coast Guard personnel. You obtained the required DOD regulations and provided key input to the issuing process. During the initial 10 days, over 50 decals were issued with no loss in productivity in our other customer services. Furthermore, you obtained an Air Force database called "COP BASE" which provides an excellent vehicle tracking system for our security force. During this period, you learned the new LUFs-NT system in order to process procurement requests within the Personnel Division. Due to your high degree of integrity and work ethic, you were also approved by the command as an alternate agent cashier. This collateral duty is normally assigned to an E-6 or senior E-5 due to the responsibility involved. You also assumed the alternate Mass Transit Coordinator collateral. Each month you issued 50 bus passes valued at over \$1,200. During this period, you not only excelled in your job performance but in your personal development as well. As a reservist on extended active duty, you scored number 7 out of 134 on the E-5 active duty exam. Your final placement was the second highest in the entire district. You also took two CLEPS and attended college classes to further your education. Additionally, you were active in the Sea Partners program, participated in an elementary school reading program, and participated in the Special Olympics.

2. You are commended for your outstanding performance of duty. By your meritorious service you have upheld the highest traditions of the United States Coast Guard.

3. You are hereby authorized to wear the Commandant's Letter of Commendation Ribbon Bar (Gold star in lieu of a second).

C. M. KELLY
Captain, U. S. Coast Guard
Commanding Officer, Integrated Support Command
Honolulu, Hawaii



Commanding Officer
Coast Guard Integrated Support Command
Honolulu

Sand island Access Road
Honolulu, HI 96819-4398
Staff Symbol: **(ca)**
Phone: (808) 541-2478
Fax: (808) 541-1567

12451
15 Jan 1999

From: Commanding Officer, CG Integrated Support Command Honolulu
To: _____

Subj: CIVILIAN OF THE QUARTER

1. I am pleased to recognize you as ISC Honolulu's Civilian of the Quarter for the second quarter of the fiscal year 1998. During this period, you displayed professionalism, pride, and outstanding customer support as the Industrial Crane Operator.

2. During this quarter, you were directly responsible for carrying out ISC Honolulu's mission of enabling Coast Guard mission execution anytime, anywhere by assisting six homeported and four visiting Coast Guard cutters by providing crane service upon request. As a front-line customer service representative for the ISC, you consistently displayed exceptional commitment to the customer and their needs. In addition to the routine requests for support, you made significant contributions on many high profile projects. These include assistance with the first complete dockside availability held at ISC for POINT EVANS, KISKA engine replacement, and both 378' cutters pre-deployment preparations. You also assisted in ceremony set-up for high visibility Cutter KUKUI commissioning where Senator Inouye and Representative Mink were in attendance. In addition to your primary duties as crane operator, you ensured that the buoy overhauls remained on schedule. You prepared buoys for shipment to assist relief efforts from Super Typhoon PAKA. You were also responsible for the cleanup of the north-40 area of the facility. This area tends to attract excess property and equipment due to its location. Besides removal of excess equipment, you had 23 scrap buoys totaling 100 tons removed and recycled. This major cleanup effort allowed the back access road to be used for traffic during the new boathouse construction project when the primary road was closed. Your friendly personality and strong work ethic leaves a positive impression on all those with whom you come in contact.

3. As the Civilian of the Quarter, you will receive a \$200 on-the-spot Cash Award, your name will be added to the perpetual Civilian of the Quarter plaque in ISC's Administration Building, and you will receive four hours administrative leave. Congratulations on a job well done.

C. M. KELLY

Enclosure (2)